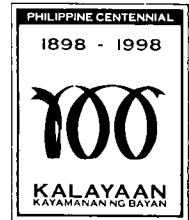




DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES



SPECIAL ORDER
NO. 97- 375

APR 01 1997

**SUBJECT: AUTHORIZING THE CONDUCT OF A SERIES OF SEMINAR-
WORKSHOPS ORGANIZED BY THE HEAD EXECUTIVE ASSISTANT
PER S.O. 97-310**

In the interest of the service and as part of the staff development program of the office, staff from this office and other offices to be identified by the HEA, are hereby authorized to attend the following seminar-workshops:

REFRESHER COURSE ON WRITTEN BUSINESS COMMUNICATION
16-18 April 1997

A. OSEC 24 slots
B. Other Offices 06

EFFECTIVE TECHNICAL WRITING
23-25 April 1997

A. OSEC 24 slots
B. Other Offices 06

ORGANIZATIONAL COMMUNICATION FOR THE BUREAUCRACY
21-23 May 1997

A. OSEC 20 slots
B. Other Offices 10

CORPORATE COMMUNICATION PROGRAM
26-28 May 1997

A. OSEC 13 slots
B. Other Offices 12

All expenses to be incurred for the above seminar-workshops shall be chargeable against appropriate DENR funds, subject to accounting and auditing procedures.

This Order takes effect on the specified dates.

VICTOR O. RAMOS

Secretary

hzb/cecille
l/so-seminar